A Quick Reference for Enlisted Promotions in the Kentucky Army National Guard

STEP
Select - Train - Educate - Promote

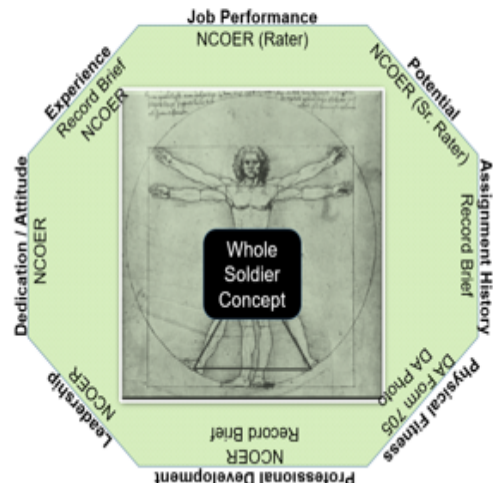| To be SELECTED for the rank of:	Time in Grade (TIG)	Time in Service (TIS)	Completed to be Boarded:	Completed to be Promoted:
SGT	12 Months	N/A	SSD 1 / DLC 1	BLC
SSG	18 Months	N/A	SSD 2 / DLC 2	ALC
SFC	36 Months	8 Years	SSD 3/ DLC 3	SLC
MSG	36 Months	12 Years	SSD 4 / DLC 4	MLC
SGM	36 Months	16 Years		Mod 2, Ph 1, USASMA

Prepare for the Board

Ensure the following are completed/ current during annual records review:

- KYNGR-4100(B)
- NGB Form 4100-1A-R-E
- NGB Form 4100-1B-R-E
- Soldier Records Brief (SRB)
- DA 705 in iPERMS
- Weapons Qualification
- iPERMS is updated
- No missing NCOERs
- DA Photo (E6 and above)
- Photo awards match SRB

OML Ranking is based on the "Whole Soldier Concept":

The board evaluates Soldiers based established Army Standards and employs the whole Soldier concept. It creates a consistent scoring Method (baseline) to ensure equality.

Bottom Line: Do your best in all of these and you will do well on the promotion board!

Whole Soldier Concept diagram: Job Performance — NCOER (Rater); Potential — NCOER (Sr. Rater); Assignment History — Record Brief; Physical Fitness — DA Form 705; Professional Development — NCOER Record Brief; Leadership — NCOER; Dedication / Attitude — NCOER; Experience — Record Brief NCOER

What is the board?
- Promotion Boards are convened annually. This is a non-appearance board.
- For promotion from **SPC to SGT**, a board is conducted at the battalion level.
- For promotion to **SSG and above**, Soldiers records appear before a formal promotion board.
- The sum of each Soldier's qualities and qualifications, matters of record, past performance with the heaviest weight given to the recent past, and the Soldier's potential to serve in positions of greater responsibility will be considered objectively.
- Soldiers may write to the President of the Promotion Board if information is not provided or if the Soldier feels the information will impact the board deliberation.

SRB is available at https://arngg1.ngb.army.mil/SelfService/Careercenter/RBMain.aspx

As of 20 March 2019

ENLISTED PROMOTION SYSTEM

Guide for Promotable Soldiers and First Line Leaders

Kentucky Army National Guard

Promotion Board Checklist

Ensure iPERMS contains the following documents:

NCOERs – Most current NCOER **in iPERMS**
- No gaps in rating periods
- 3 years of evaluations available
  Some Soldiers may only have 1 or 2 evaluations

DA 705 (DA 5500 / DA 5501 if applicable)
- Within 14 months of board for Traditional Soldiers
- Within 8 months of board for AGR Soldiers
- Six required for AGR Soldiers (3 years)
- Three required for Traditional Soldiers (3 years)

AGO 11-62 (Ht/Wt Verification) or **DA 5500/5501**
- Completed within 180 days of the board

Verify Security Clearance

Award Documents

DA Photo updated per regulatory guidance
- Required for SSG and above
- Updated within 60 days of promotion
- Updated every fifth year
- Updated when awarded an ARCOM or above

Soldier Record Brief (SRB)

NGB Form 4100-1A-R-E for Decentralized board

NGB Form 4100-1B-R-E for Centralized board

KYNGR 4100 (B) reviewed and signed

DA Form 4187 to change CPMOS (if applicable)

Memo to the President of the Board (from Soldier)
- Soldier addresses deficiencies with packet
(i.e. missing NCOER; Ht/Wt data; APFT info, etc.)

Annual Board Dates
- August: E4 to E5 Decentralized Board
- September: E6 to E9 Centralized Board

* Reference the EPS MOI for applicable dates and details

Responsibilities

Soldiers: Review personnel records prior to packet submission. If any uncorrectable errors are identified, submit a formal memorandum to the president of the promotion board explaining discrepancies. Soldiers may also write to the president of the promotion board to provide information calling attention to any matter concerning themselves which they feel is important to their consideration.

First Line Leaders: Ensure all Soldiers subject to this board are fully informed of the eligibility, evaluation, selection and assignment criteria. First Line Leaders will discuss declination options and consequences. Leaders at all levels must ensure Soldiers are kept informed of current assignment policies and procedures as they may evolve during transformation of our force.

Unit Leadership: Verify and explain election options to Soldiers by grade. Commanders must elect recommended or non-recommended, then sign and date the appropriate documents. If a Soldier is non-recommended the supporting documents must be forwarded with packet to higher echelons. Commanders are encouraged to recommend only the best qualified Soldiers for promotion.

Enlisted Promotion Regions